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ABSTRACT

An elementary school unit on punctuation skills is divided into nine sections. Section 1 contains a pretest which is repeated in section 9 as a posttest. Section 2 consists of a series of punctuation mark caricatures to put on the classroom bulletin board. Sections 3 through 7 contain material on the following topics: end of sentence punctuation, periods, commas, capitalization, and quotation marks. Each section contains an instruction page, a practice page, and one or more application exercises. Further practice in capitalization and punctuation is provided in three games contained in section 8: a tic-tac-toe game, a sports punctuation spin game, and a challenge game. This document is one of a collection of materials from the Iowa Area Education Agency 7 Teacher Center project. (LP)

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CAPITALIZATION and PUNCTUATION

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Cedar Falls, Iowa

Document title: Capitalization and Punctuation

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NAME_____

PRETEST: Punctuation and Capitalization

Directions: Cross out the mistakes that you find in the following sentences and make the corrections above them. Put in punctuation where it is missing.

Example: ~~t~~he horse ate the grass~~.~~

1. the ride will be fun
2. did your talk go all right
3. the hawks didn't win the game exclaimed linda
4. i think said mike that john's game was fair
5. ann asked did you like the show
6. (a letter heading and inside address)

1200 5th st

mason iowa 50932

july 7 1989

state pool co

429 maple drive

wet city florida 17801

7. (a letter greeting and closing)

gentlemen

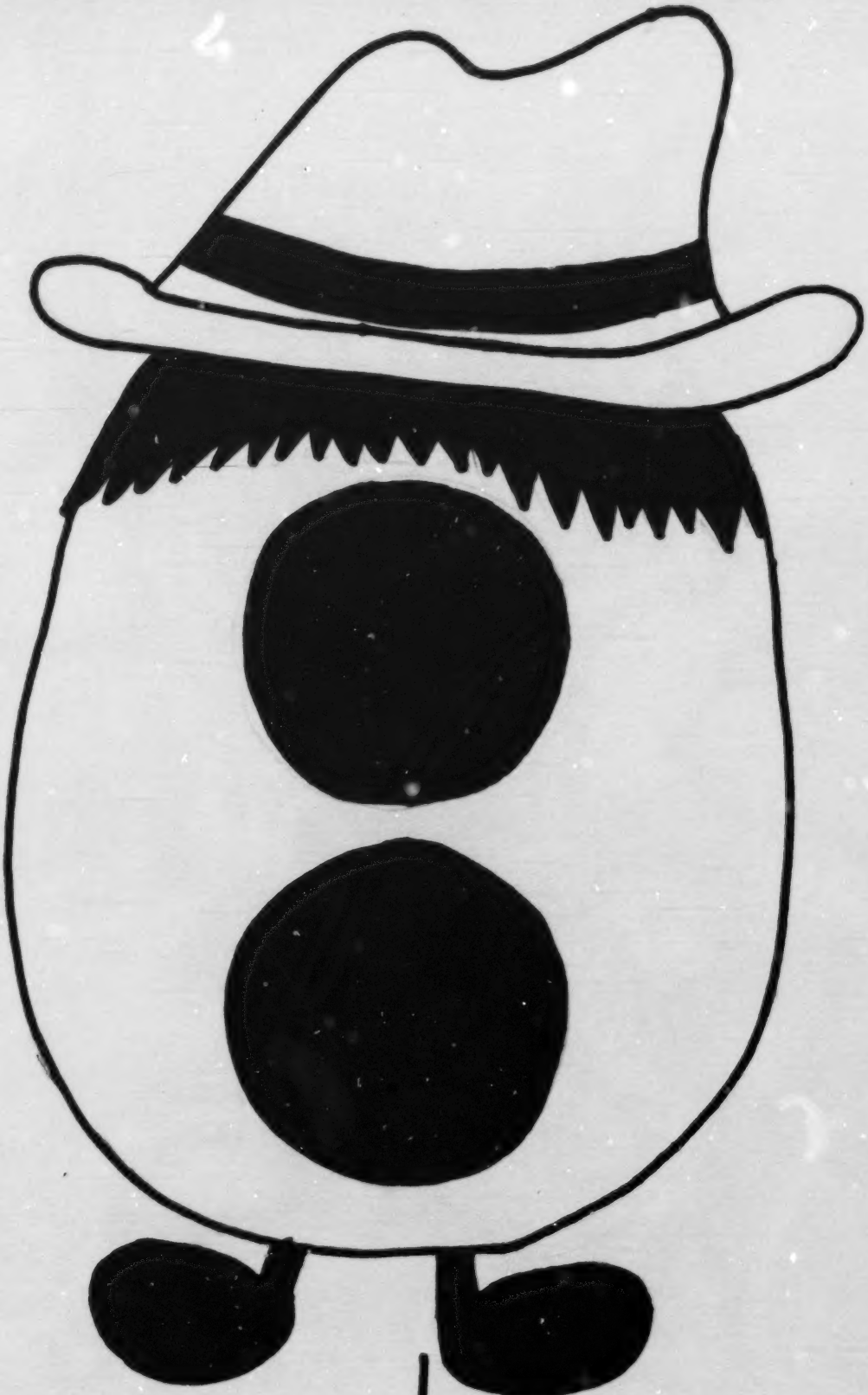
yours truly

mrs m r falkner

8. we've taken the dog's ball to play with laughed steve
9. does your sister in law live in town asked sarah
10. when i get older i'm going to live in either denver colo or some where in minn
11. i'd be happy if i had a german shepherd a hamster a canary and a wuarter horse

hyphen

comma



colon

question mark

2 e

semicolon

apostrophe

period

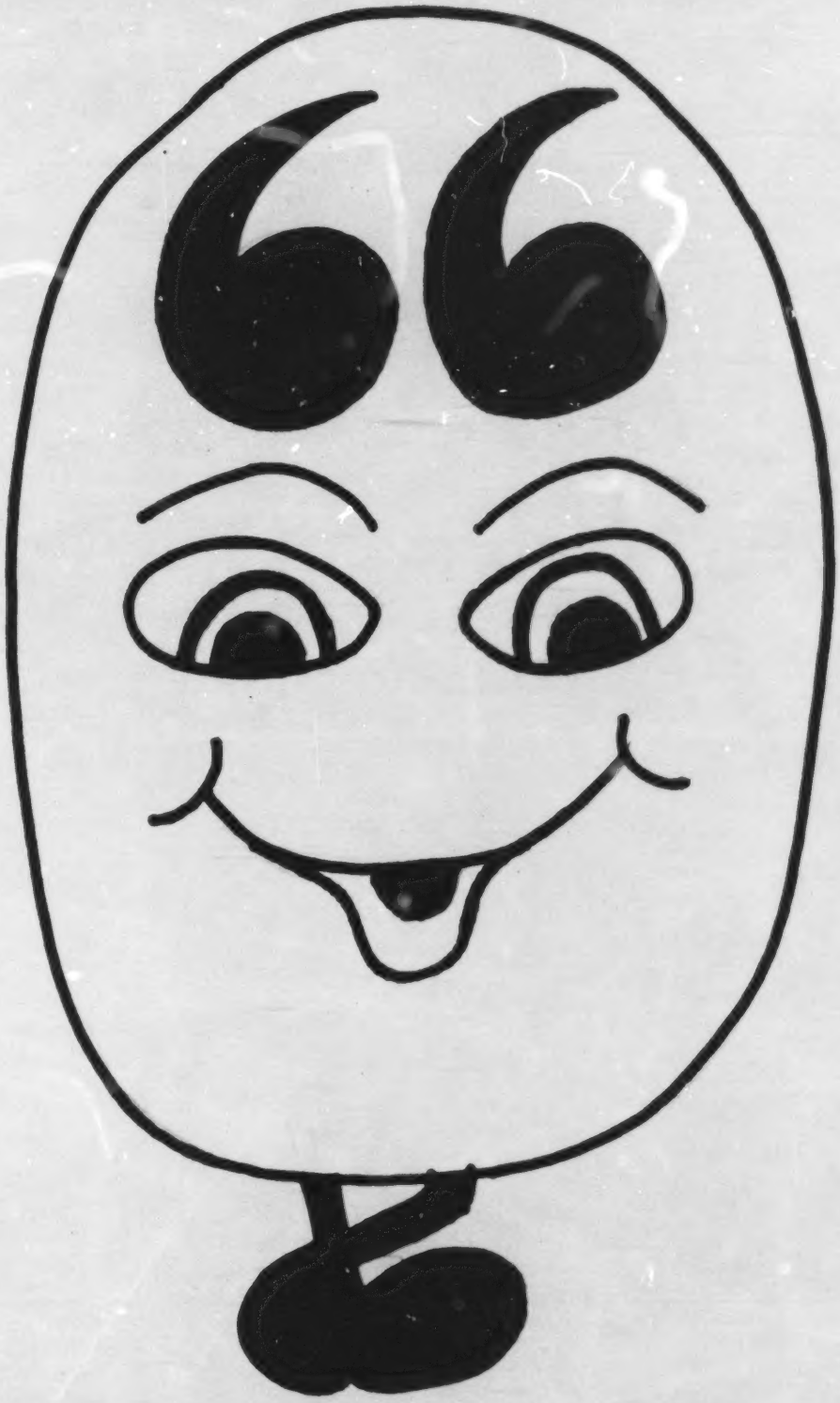
exclamation point

2 i

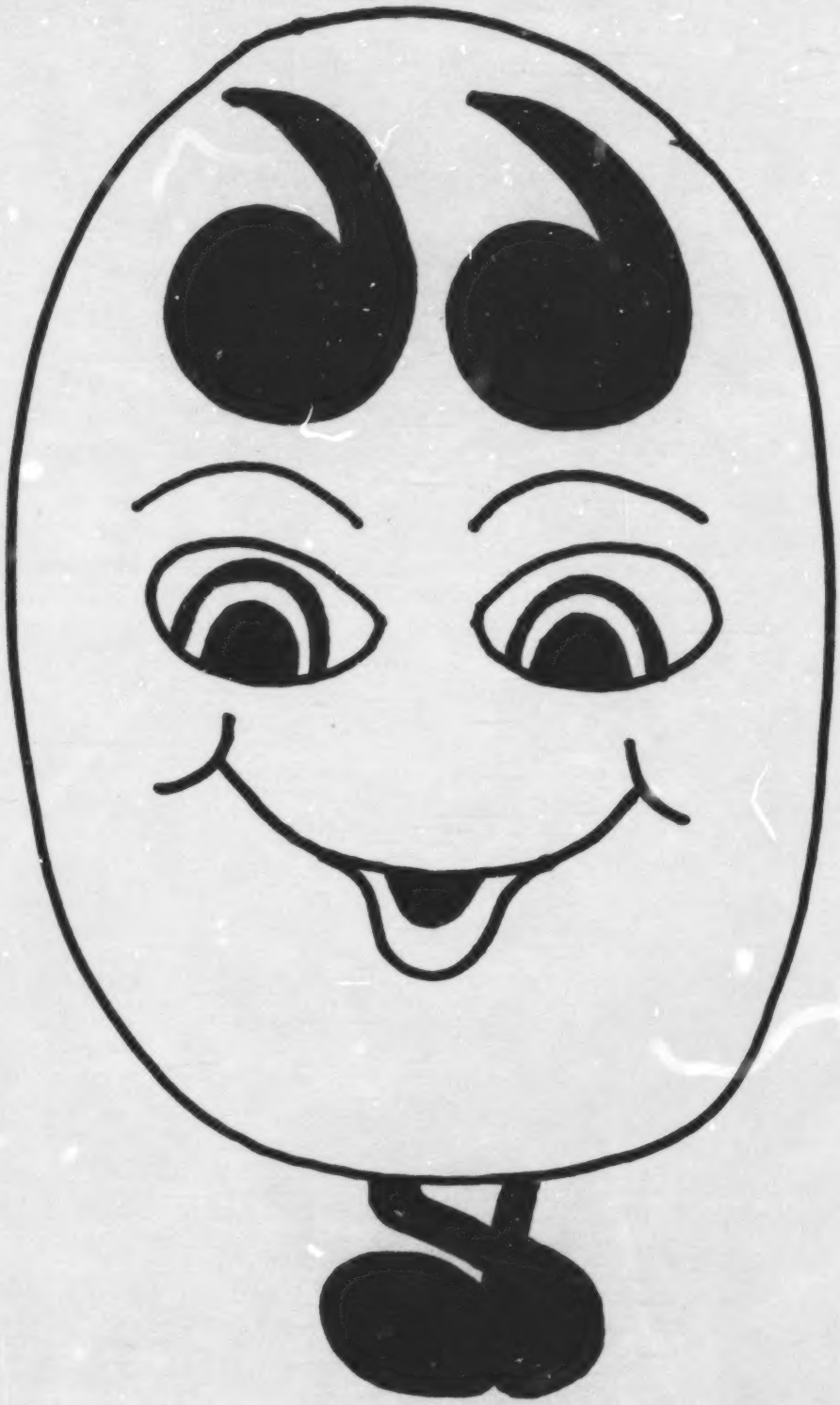
parenth

es is (ses)

2 k



quotation



marks

NAME_____

3 a. INSTRUCTION PAGE: Sentence Punctuation

PERIOD: Use a period after a statement.

Today we went to the store.

EXCLAMATION POINT: Use an exclamation point after a sentence that shows strong feeling.

Leave that here!

QUESTION MARK: Use a wuestion mark after a sentence that asks.

Where did you go?

Directions: Place the correct punctuation after each of the following sentences.

1. Some of the fastest skateboard riders live in California ___
2. How fast did Leslie Ritzma go on the skateboard ___
3. I can't believe she went 51 m.p.h. ___
4. Have you ever gon that fast ___
5. Can you go skateboard riding in the snow ___
6. I lost my new skateboard ___
7. We fount it in our yard ___

NAME _____

3 b. PRACTICE PAGE: Sentence Punctuation

Directions: Choose the correct punctuation to complete the sentences. Cross out the circles below as indicated by the directions abcve your choice of punctuation.

Example:

The lights went off and the house began to shake

Cross Out
43.2 M.P.H.

		CROSS OUT		
1.	A loud crashing sound came from behind the garage ___	37 M.P.H. .	43.2 M.P.H. !	66.5 M.P.H. ?
2.	Good Heavens	37 M.P.H.	43.2 M.P.H.	66.5 M.P.H.
3.	What was that	.	!	?
4.	We ran behind the garage	.	!	?
5.	A spaceship from another planet had landed	.	!	?
6.	Slowly the spaceship door opened	.	!	?
7.	Should we run away	.	!	?
8.	Then two people walded through the door opening	.	!	?
9.	Why didn't they look different from us	.	!	?
10.	Suddenly we realized that we could no longer move our feet	.	!	?

WHAT IS THE HIGHEST SPEED RECORDED ON A SKATEBOARD?

37 M.P.H.

37 M.P.H.

43.2M.P.H.

37 M.P.H.

66.5M.P.H

37 M.P.H.

66.5M.P.H.

66.5M.P.H.

43.2M.P.H.

66.5M.P.H.

37 m.p.h.

37 M.P.H.

NAME _____

SKATEBOARD SENTENCE PUNCTUATION

Objective: To provide practice in using the correct punctuation mark at the end of a sentence.

Materials: 4 x 6 index cards.

Description: Put sentences, at the ability level of student, on half of the card leaving blank at the end of sentence. On other half put the punctuation mark with the word for that mark. To make it self correcting draw 1 color marker across the back for . another for ? and another for ! . (Here are some possible sentences)

1. In 1977 Bryan Beardsley jumped 5 feet high and landed on his skateboard.
2. At the age of 19, Tony Alva jumped from a moving skateboard across 17 barrels and landed on another skateboard.
3. I enjoy watching them.
4. Each barrel was 12 inches in diameter.
5. He practiced on his skateboard daily.
6. Do you like to skateboard?
7. Was Tony ever injured in a fall?
8. Is there a sport that you practice daily?
9. Why won't you go skateboarding?
10. Do you own a skateboard?
11. It's unbelievable!
12. Oh, no!
13. You ruined my skateboard!
14. He crashed!
15. You'll never get me on a skateboard!

Directions: Match each sentence with the correct punctuation. When you are done, turn the cards over. If the colors on the back of the cards match, your choice is correct.

NAME_____

4 a. INSTRUCTION SHEET: Use of the Period

Use a PERIOD: After an abbreviation like:

Dr. Ia. Mr. St. Ave.

After and initial:

Karen M. Sack

Place the correct punctuation in the following examples.

1. 2367 Fonda Ave
2. Dr. J M Swably
3. San Francisco Calif
4. Apr 14 1997
5. Opkins Co
6. 7th St and Larkin Dr
7. Ms Jenny S Collins

NAME_____

4 b. PRACTICE PAGE: Use of the Period

Directions: Add punctuation marks where they are needed.

Sterling Publishing Co
419 Park Ave So
New York, N Y 10016
Oct 14, 1987

Empire State Building
5th Ave and 34th St
New York, N Y 10016
Ms R N Norris:

Please send me a copy of your free brochure, "The History of New York."

Thank you for your help

Sincerely yours,
Mr M T Farson
Mr M T Farson

NAME _____

THE USE OF THE PERIOD

AFTER AN ABBREVIATION:

DR.	ST.	AVE.	MR.	IA.	ILL.
JR.	RD.	DEL.	MRS.	MS.	

AFTER AN INITIAL:

JOHN C. LINK

A. R. FRANK

PLACE THE CORRECT PUNCTUATION IN THE FOLLOWING EXAMPLES:

1. 602 STATE ST
2. CHICAGO, ILL
3. JUNE 8, 1902
4. FIREWORDS INC
5. MR E T ROSS JR
6. FRI
7. MISS NANCY A JENSON

NAME_____

5 a. INSTRUCTION SHEET: Use of the Comma

Use the comma:

1. Between the name of a town or a city and the name of a state

   Cedar Falls, Iowa

2. Between the day and the year in a date

   July 4, 1776

3. After a last name written before the first name

   Johnson, Laura M.

4. After the greeting of a social letter

   Dear Shane,

5. After the closing of a letter

   Yours truly,

6. To set off a name in a direct address

   It's on the way, Amy.

   John, throw the ball.

   [illegible] about an hour, Angie, I'll call you.

7. To separate words or groups of words in a series

   She bought a hamburger, french fries, and a malt.

8. After an introductory word like oh, no, yes or well

   Yes, you may come.

Place the correct punctuation in the following examples:

1. Waterloo Ia
2. Sept 5 1839
3. Hepp Margaret S
4. Oh I dropped my ice cream cone
5. Betty close the door
6. He collects old tires bottles wire records and jars
7. Sincerely yours

NAME_____

5 b. PRACTICE SHEET: The Use of the Comma

Directions: Place the correct punctuation in the following examples.

1. Sept 17 1745
2. Carver W D
3. Chris do you want to go with us
4. In the insect collection there was an ant a fly a lady bug and a grasshopper
5. Waterloo Ia
6. Oh I sat in water
7. After doing the dishes Jim we'll go swimming
8. Dear Sarah
9. Sincerely yours
10. Dec 25 1987
11. M C Makey
12. Davenport Okla
13. Cedar Falls Schools: Franklin Orchard Hill Cedar Valley

NAME_____

6 a. INSTRUCTION PAGE: Capitalization

Use capital letters for:

1. The first word of a sentence

   The picture showed on the screen.

2. Proper Nouns

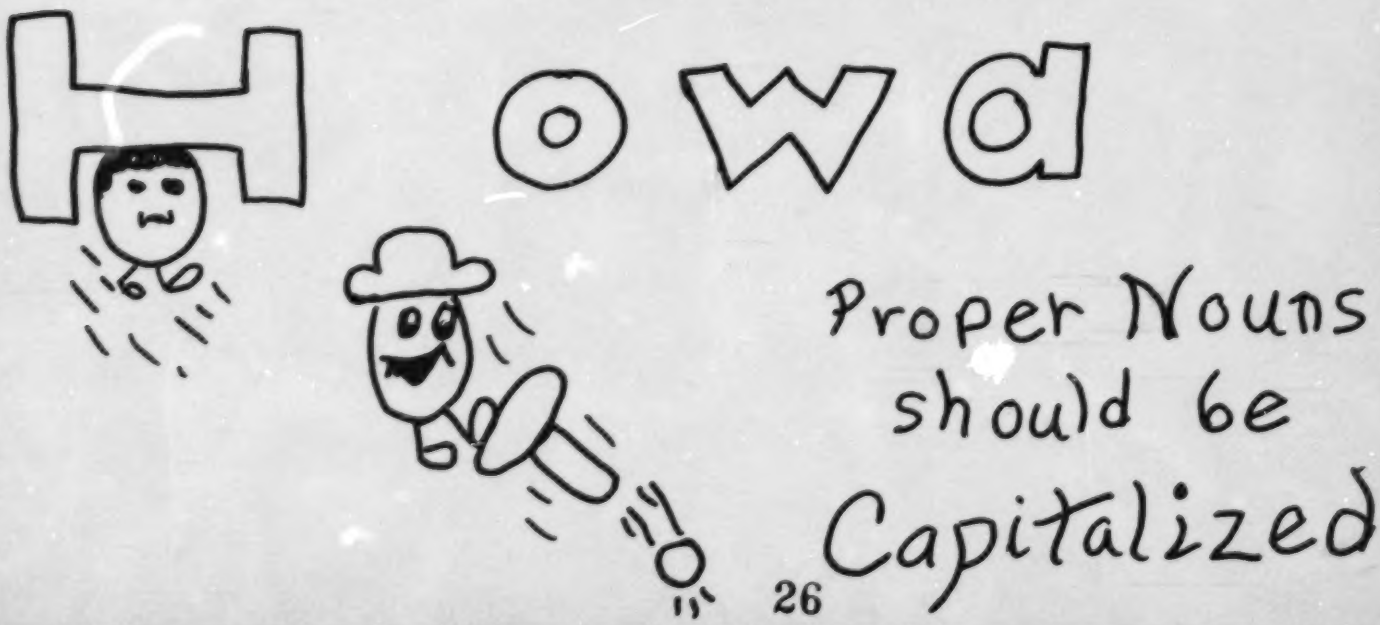
   Andy Mary Franklin School Iowa
   Tuesday Mississippi River Cedar Falls

3. The first, last, and all important words in titles

   Strange Folk Tales from America

Capitalize letters that need to be changed.
Correct the errors in punctuation in the following sentences.

1. candy is eaten for enjoyment and for quick energy
2. Explorers, u.s. armed forces and athletes eat candy for quick energy
3. yearly each person in the united states eats about 18 pounds of candy
4. The history of candy goes back to about 3000 b.c. in egyptian records
5. The food and drug administration must approve all the materials used in the making of candy that will be sold



NAME_____

6 b. PRACTICE PAGE: Capitalization

Directions: Circle the letters that should be capitalized. Put the letters that you circle in the right space below to answer the question. The first one is done for an example.

1. Camping is very popular in america.
2. You should never start into an unfamiliar area, such as, the rocky Mountains, without proper information.
3. Many children learn to camp in organizations like the Boy Scouts or Camp Fire girls.
4. Your local YMCA or YWCA may offer classes in camping
5. Church groups, like the lutherans, have camps for their participants to enjoy.
6. Campers should boil their water for 5 minutes or use chemical tablets from hunt's, Ind. before drinking it.
7. A group of interested students are going camping at Blackhawk state Park.
8. Would you like to hoin them for this october camping trip?
9. You can make reservations with the Nature enjoyers Club.
10. They will leave on tues. afternoon.
11. Cindy nett is the club's leader.
12. The united States has many beautiful state and national parks.
13. For information on these parks, write to the interested Campers Organization.
14. The campers' convention will be in denver, Colo. this year.
15. prepare to join us there.

WHERE SHOULD A CAMP SIGHT BE LOCATED?

| | | |

NAME _____

DOG SHOW

Objective: To provide practice in capitalization and the use of . , ! ? .

Description: Make a trail game on a file folder, using pictures of dogs to decorate. Make game cards from 3 x 5 index cards. On one side put a star and sentences and phrases without capitalization and punctuation. To make self correcting, on other side of card make the corrections, underlining them.

1. August 17th
2. April 7, 1924
3. Sincerely yours, (closing of a letter)
4. Harney L.
5. Charles City, Iowa
6. R.R. #2
7. John Adams Junior High School
8. Miss T. Fisher
9. Dr. Angela Gift
10. Carey, James Barron
11. Pueblo Mts.
12. Christmas Day and New Year's Day
13. Clarke College
14. Tuesday and Thursday
15. Redding, Calif.
16. Dear Fred, (greeting of a letter)
17. 2360 Carter Rd.
18. 609 London Ave.
19. P.O. Box #271
20. Ms. S. M. Life
21. Jane F. Klien
22. C. M. Brook
23. Carlyle, Thomas J.
24. Union Pacific R.R.
25. Lava Beds Nat'l. Mon.
26. "Training Dogs for Showing"
27. The Canadians spoke French to us.
28. A Chihuahua can weigh as little as 1 pound.
29. An Irish Wolfound can weigh between 105 and 140 pounds.
30. I own a German Shepherd, a Saint Bernard, and a Great Dane.
31. "Where," she asked, "did you get your dog?"
32. A Bloodhound, a Beagle and a Dachschund are hounds.
33. Help me!
34. The dogs are fighting!
35. Arnold said, "I'm in the hunting contest with my collie." (no mistakes in sentence)

36. Jeff, please give me the dog's brush. (no mistakes in sentence)

37. How much does an Irish Wolfound weigh?

38. Where are the judges?

39. Dogs are man's best friends.

40. I hope to show my dog, Rusty.

41. That dog doesn't weigh 140 pounds! (.)

42. My Beagle is with my Father.

43. When will Uncle Don arrive with his dog, Bruce?

44. I won the contest!

Directions: Put the cards star side up. Draw a Capitalization and Punctuation card. Correct the mistakes in capitalization and punctuation on it. Check your corrections with the back of the card. If you are correct, move ahead one space. If you were incorrect, move back one space. The first one on the Finish place wins the game.

NAME _____

RUMMY

Objective: To provide practice in capitalization and punctuation (. ! , ?).

Materials: Game Cards as follows:

1. Dubuque, Ia.
2. Our horse, Brighty, ran away.
3. How many horses have won the Kentucky Derby, Preakness Stakes, and the Belont Stakes in one season?
4. Voss, Shirly A.
5. Andy, the most valuable horse is Seattle Slew.
6. Yes, Seattle Slew won the Triple Crown.
7. Horses are used for racing, working, showing and fun.
8. Seattle Slew was sold in Feb. 1978, for $6,000,000.
9. The earliest horse race recorded took place in England, in 210 A.D. at Netherby, Yorkshire.
10. E. G. Good from Cedar Falls, Iowa, paid $47,500 for a 7-year-old Belgian Stallion on October 16, 1917.
11. Are there 75,000,000, 75,000 or 7,500 horses in the world?
12. Paul, I won the horse race!
13. Yours truly,
    A. T. Smite
14. Dec. 24, 1986
15. Dear Mr. Hess,
16. Washington, D. C.
17. If you had a choice, would you own a Quarter Horse, a Pinto or an Arabian?
18. The horse, Canadian Bound, was bought on July 20, 1976, for $1,500,000.

25 comma cards
3 question mark cards
15 period cards
1 exclamation point card
Capital Letter cards for P, C, Y, I, B, E, S, A, K

Directions: Deal 7 cards to each player. Place the other cards face down with one card face up next to the pile. The players take turns drawing and discarding cards to make sets. Once a set is completed the player may lay them down before drawing a card. The game ends when a player has laid down all one's cards. A player receives 5 points for going out first and each card laid down in a set is worth 1 point.

Variations: Other punctuation marks could be included.

CAPITALIZATION BOARD

CARD

Directions: Write the sentence on the board putting in the correct capitalization and punctuation.

1. did you know that the cocao tree produces seeds or beans that are used to make chocolate

2. the word cocao was made from two maya indian words that mean bitter juice

3. chocolate came from two maya indian words meaning warm beverage

4. Most of our cocao beans used for making our chocolate comes from west africa and brazil

5. The book The many kinds of candy by n m walk is a very good book

6. We made fudge for the party on thursday

Proofread your answers before you check with the answers on the back.

CAPITALIZATION BOARD

CARD

Directions: Write the sentence on the board putting in the correct capitalization and punctuation.

1. Did you know that the cocao tree produces seeds or beans that are used to make chocolate?

2. The word cocao was made from two Maya Indian words that mean bitter juice.

3. Chocolate came from two Maya Indian words meaning warm beverage.

4. Most of our cocao beans used for making our chocolate comes from West Africa and Brazil.

5. The book, The Many Kinds of Candy, by N. M. Walk is a very good book.

6. We made fudge for the party on Thursday.

NAME _____

QUOTATION MARKS IN WRITTEN CONVERSATION

1. "WALT DISNEY," ANN SAID, "WAS ONE OF THE MOST FAMOUS MOTION PICTURE PRODUCERS."

2. "DID HE CREATE THE CARTOON CHARACTERS, MICKEY MOUSE AND DONALD DUCK?" ASKED TOM.

3. JACK STATED, "HE ALSO CREATED DISNEYLAND."

4. "DISNEY STUDIO," EXCLAIMED TERRY, "HAS WON MORE THAN 45 ACADEMY AWARDS!"

QUOTATION MARKS GO IN FRONT OF AND BEHIND THE EXACT WORDS SPOKEN.

PRACTICE:

IN A SENTENCE, THE WORDS SPOKEN ARE SEPARATED FROM OTHER WORDS BY A COMMA OR COMMAS.

1. WALT DISNEY WAS BORN IN 1901 IN CHICAGO EXPLAINED PETER.

2. BEN SAID NOW THERE IS A DISNEY WORLD IN FLORIDA

3. IT WOULD BE FUN DECLARED JUDY TO GO THERE

NAME _____

QUOTATION MARKS GO AROUND TITLES OF A CHAPTER OR AN ARTICLE IN WRITTEN SENTENCES.

1. THE NAME OF THE CHAPTER IS "DRAWING CARTOONS."

2. I ENJOYED READING THE ARTICLE "THE SUBSTITUTE" IN THE BOOK.

3. FROM WHAT BOOK DID YOU READ THE ARTICLE "THE HARDSHIPS OF ADVENTURE?"

PRACTICE:

1. DID YOU READ THE CHAPTER "THE SUBSTITUTE" IN THE BOOK?
   (CORRECT, NOT CORRECT)

2. THE BEST DONKEY ARTICLE IS HOW TO TAME INDEPENDENT ANIMALS IN THE "READER'S DIGEST."
   (CORRECT, NOT CORRECT)

3. ERIC READ "MISTY'S ADVENTURES" IN HIGHLIGHTS MAGAZINE AND THE GRAND CANYON PET IN "BOY'S LIFE" MAGAZINE.
   (CORRECT, NOT CORRECT)

NAME _____

DIALOGUE PUNCTUATION STICK

Objective: To provide practice in correctly punctuating dialogue.

Description: On different colored index cards type dialogue, leaving space between punctuation so it can be cut apart. After the sentences are cut apart, number the sections on the back in the sequence so the game can be self checking. Remember, question marks and commas will need more than one sequence number. Examples:

1. "My Dad flies spray planes over farmer's crops and sometimes I go with him," Karen said proudly.

2. "Why does he do that?" asked Paul.

3. Karen answered, "As he flies over a field he sprays fertilizer or insecticide on the crops."

4. "There are planes for spraying water on forest fires," added Ron.

5. Ron inquired, "Aren't you scared when you fly that close to the ground?"

6. "No," laughed Karen, "my Dad's plane is specially made to fly slowly."

7. "Have you ever flown in a plane?" asked Diane.

8. "No, but I would like to," answered Debbie.

9. "I could ask my Dad to take you for an airplane ride," said Karen.

10. "That," excalimed Debbie, "would be great!"

NAME _____

DIALOGUE PUNCTUATION

CARD # 1

Directions: Write the dialogue on the board putting in the correct punctuation. Turn the card over to see if you are correct.

Chris said Airplanes are the fastest way to travel

Brian explained The rocket planes, the world's fastest planes, have flown more than 4,500 miles per hour

Do rocket planes carry passengers asked Sheila

No, rocket planes are used for space research said Jim

Molly inquired What is the largest passenger plane

The Boeing 747 can carry almost 500 people and can travel about 600 miles per hour responded John

Most planes spoke Kurt are single-engine propeller-driven planes

In the United States added Carla there are more than 100,000 of these planes

Proofread your answers before you check with the answers on the back.

ANSWERS

Chris said, "Airplanes are the fastest way to travel."

Brian explained, "The rocket planes, the world's fastest planes, have flown more than 4,500 miles per hour."

"Do rocket planes carry passengers?" asked Sheila.

"No, rocket planes are used for space research," said Jim.

Molly inquired, "What is the largest passenger plane?"

"The Boeing 747 can carry almost 500 people and can travel about 600 miles per hour," responded John.

"Most planes," spoke Kurt, "are single-engine propeller-driven planes."

"In the United States," added Carla, "there are more than 100,000 of these planes."

NAME _____

C AND P TIC-TAC-TOE

Objective; To provide practice in capitalization and punctuation.

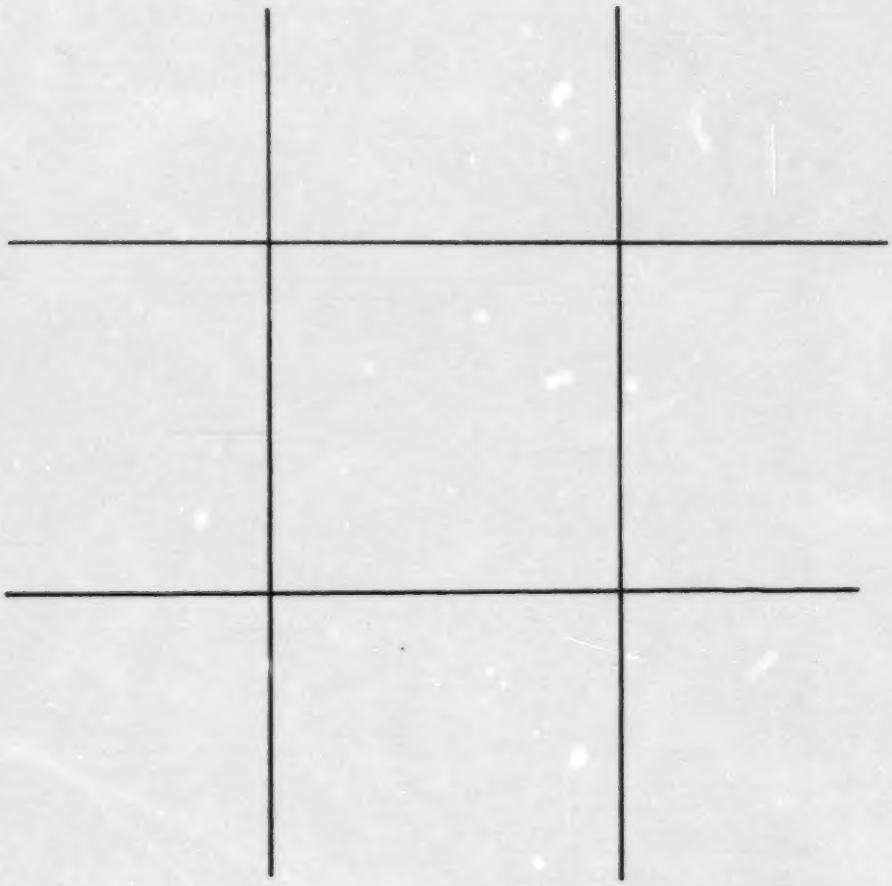
Materials: Game board: Tic-Tac-Toe drawn on folder or tagboard
Transparency: Tic-Tac-Toe drawn on it
Markers (for Transparency use different shaped markers or ones made from the Transparency)

Directions: This game can be placed by two individuals using game board or by two teams using transparency.

Opposing sides prepare sentences needing corrections in punctuation and capitalization (at least 3 sentences each). Taking turns, the players read a sentence placing in the correct capitalization and punctuation needed. Answering correctly allows the player to move a marker on the Tic-Tac-Toe. A mistake causes the player to miss placing a marker.

8a
Transparency

C and P Tic-Tac-Toe



NAME _____

SPORTS PUNCTUATION SPIN

Objective: To provide practice in the use of the following punctuation marks: . , ? ! " " ; : - and in capitalization.

Description: Make a trail game on a file folder using sports pictures to decorate. Spinner includes: : (colon), . (period), - (hyphen), ? (question mark), ; (semi-colon, ! (exclamation point), " " (quotation marks, and , (comma).

Directions: Spin the needle and whatever punctuation symbol the needle lands on you must write a sentence using the symbol. In order for your sentence to be correct, you must include the needed capital letters and punctuation in your sentence.

If your answer is correct, move one space ahead on the Sports Punctuation Spin game board. If your answer is incorrect, move back one space.

The first player to reach the Finish circle wins the game.

NAME _____

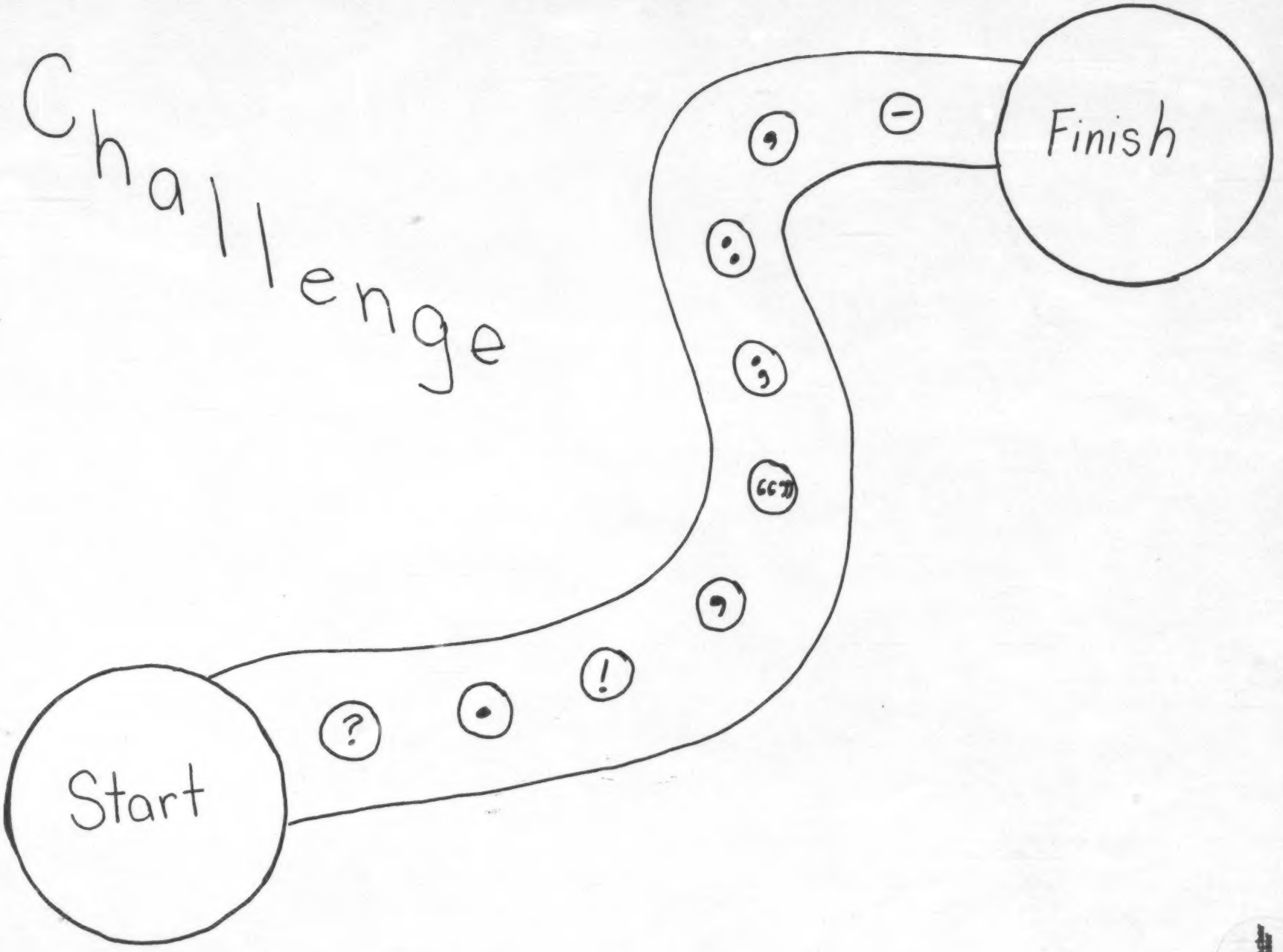
CHALLENGE

Objective: To provide practice in punctuation (? . , : ; ! "" -).

Description: Make trail game on file folder putting punctuation marks on the spaces. Make a trail game on a Transparency putting punctuation marks on the spaces. Markers (the ones for the transparency should be different shapes or made out of transparency materials).

Directions: This game can be played by two individuals or by two teams. Either the game board or the transparency can be used. Taking turns a player or team must write correctly a sentence using the punctuation on the circle.

A correct answer allows the player to move the marker ahead to the next circle. An incorrect answer causes the player to stay on the same space. The player will use the same punctuation mark until the player uses it correctly and is able to move on to the next circle.


Challenge
Finish
Start